

## **2026 Syracuse University Summer Internship Program General Job Description**

Student intern(s) will:

- Receive an introduction to the department
- Shadow department employees in their day-to-day operations
- Learn about how the department works with other departments at the university
- Learn about and be held to workplace expectations including, but not limited to:
  - Arriving on time
  - Reporting to a supervisor
  - Following directions
  - Being held accountable to colleagues and supervisors

Summer 2026: All student interns will earn \$16.00 per hour worked. The position will begin on July 1 and run until August 7. Students will work Monday through Thursday from 8:30 a.m. to 3:30 p.m.

Student(s) will work in the following location:

**SU Physical Plant  
285 Ainsley Dr.  
Syracuse, NY 13210**

Responsibilities are specific to location, but may include:

- Being trained in best practices for team members
- Word processing, maintaining documents, and updating paperwork
- Managing files and recording information
- Working collaboratively with faculty and staff
- Assisting with event coordination
- Additional duties, as needed

Required Qualifications:

- A good candidate for the job is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so
- The ability to read, write, follow instructions, and communicate clearly

Other Requirements:

- Operation of necessary equipment in relation to job
- Wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)